

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 36-809

**AIR FORCE SPACE COMMAND
Supplement 1**

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Personnel

SURVIVOR ASSISTANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-809, *Survivor Assistance*, 22 April 1994. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC), and all subordinate units. It does not apply to Air National Guard (ANG) nor Air Force Reserve Command (AFRC) units. This supplement requires maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. 1302, 2951, 3301, 3372, 4118, and Executive Orders 9397, 9830, and 12107. System of records notice OPM/GOVT-1, General Personnel Records, applies. Civilian Personnel Flights (CPF) may issue their own supplements to this publication. CPFs must provide an information copy to HQ AFSPC/DPC, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4450. Upon receipt of this integrated supplement discard the Air Force basic publication.

2.3.11. (Added) The CPF will notify HQ AFSPC, Civilian Personnel Division (DPC) of an employee's death within 5 working days. This notification will include the time and circumstances of death and the name, relationship, and complete mailing address of the next of kin.

2.4. (Added) HQ AFSPC/DPC will prepare a condolence letter for the AFSPC Commander's (CC) signature.

BOBBIE GERVAIS, Col, USAF
Director of Personnel